

SELECTION CRITERIA  
DEPARTMENT OF MENTAL HEALTH  
PATTON STATE HOSPITAL

**JOB CLASSIFICATION: OFFICE TECHNICIAN - TYPING**

60% MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Performs clerical duties and other related tasks as required in a forensic psychiatric setting. He/she is the receptionist, typist and office manager for the Office of Special Investigations in the Patton Hospital Police Department. The assigned duties as are as follows

Typical tasks include, but are not limited to:

Answers telephone; monitors, sends and receives office emails, uses the intranet and internet, computer skills to complete and track work assignments.

Provide and/or assist in statistical work-ups, monthly reports and other administrative documents.

Assist with internal audits of investigations on a regular basis.

Set up and maintain filing system for the Office of Special Investigations.

Review and evaluate case logs.

Orders and maintains needed office supplies.

Handles office mail.

On occasions perform clerical duties for other hospital departments.

On occasions perform clerical duties for the Department of Corrections and Rehabilitation.

Attends meetings and takes minutes.

Transcribes investigative interviews/reports, dispositions, statements, letters, memos, emails, etc.

Proofread investigative interviews/reports, dispositions, statements, letters, memos, emails, etc.

Assist in collecting statistical data for Sacramento and Hospital Police Department.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Supervising Special Investigator I

**SUPERVISION EXERCISED**

None

#### 40% KNOWLEDGE, SKILLS, AND ABILITIES

Uses initiative and independent judgment in screening telephone calls, visitors and correspondence.

Is able to type, transcribe, proofread, spell and correct grammatical errors. Understands hospital and departmental rules and regulations regarding conduct and control of employees and visitors; procedures and techniques in handling patient-related incidents; effective public relations as applied to the hospital operation and law enforcement functions; equal opportunity in hiring and employee development and promotion, and principles of discrimination and harassment.

Maintain confidential and other related records.

Proficient in computer skills/programs to complete databases and other related documents.

Planning and organizing.